

# **CHILDREN'S LITURGY GUIDELINES**

## **GRADES 1-4**

### **GENERAL PROCEDURES/POLICIES FOR BOTH PRESENTERS AND ASSISTANTS:**

1. Please sign the "sign in" sheet on the podium by the back Sacristy. It lets your partner know you are there...and if not, ample time to find a replacement or worst-case scenario, let Father know the Children's Liturgy will have to be canceled.
2. PLEASE use the scheduling system if you need a sub or are volunteering to take the place of a scheduled Presenter or Assistant. It is VERY important too, that if you can volunteer, PLEASE DO SO. Remember: There may come a time when you need a sub on short notice. (I have access to the all of our volunteer's schedules and get the notice when someone needs a sub (or volunteers to be one!)) If either the Assistant or Presenter has to cancel or has arranged for a sub at the last minute, please try to notify your partner as soon as possible to avoid any surprises or confusion. Contact information can be obtained on the "Roster" tab in the scheduling system.
3. **No coloring, toys, food, or play activities!** There should be NO crayons, markers, food, drinks, dolls, trucks, etc. for the Children's Liturgy. The Children's Liturgy is based upon the idea that the children are in Church, and as such, they should be presented with information on their level, i.e. prayed with, talked to, questions asked, etc. It is also designed for them to "reflect" on what they heard and discuss it on their level. If they were in the "big" church with their parents, they would (and should) be paying attention to what is being discussed and taught and not coloring or engaging in play activities. The Children's Liturgy is also preparing them for when they do attend the entire mass in the "big" church.
4. Children's Liturgy **WILL NOT** be scheduled on Mother's Day, Father's Day, or any holiday weekend such as New Years, Easter, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving weekend, and Christmas. HOWEVER, if anyone WANTS to hold it for those days, please feel free to do so. You will need to contact a partner to fill in for the other position (either Presenter or Assistant) and let me know as the Ministry Lead. The scheduling system (under the Roster tab) has phone numbers and/or emails for everyone.
5. **For safety and security reasons, there must be 2 adults at all times with the children.** Please be advised that if your partner does not show or you cannot recruit a volunteer to assist (even if it's last minute), the Children's Liturgy will have to be cancelled for that mass.

6. Ushers at ALL masses will be letting the children return to their seats as they head down the aisle to collect the money baskets. PLEASE finish up quickly when either an usher or Joe (the safety monitor) comes to get you! You ONLY have about 2 minutes until you need to be back into the Church vestibule. Father does not want the children returning during the Consecration and if you are not in the vestibule on time, you will have to wait until AFTER the offertory goes up.
7. When the children are returning from the Children's Liturgy to the pews in the main church where family members are, Presenters and Assistants should always stay in the back until all children have found their place. It isn't unusual for some of the children to forget where their family is seated.
8. CD's of the mass and homily are available on the Good Shepherd website or by making prior arrangements with the "sound booth" person behind the choir. Let the "sound booth" person know you are with the Children's Liturgy and would like a CD of the homily. Depending who is attending the sound booth, the CD may be available immediately after mass or you may have to wait until the following week.
9. As the Ministry Leader, I have the other Missals (books) at home. They are with me to avoid them getting mildewed in the back sacristy. (The air conditioning is turned off when Mass is not being celebrated.) I will replace the books on the back shelves when we switch Liturgical cycles. (We have 3 cycles: A, B, and C and the cycles change when we celebrate Advent.)

**PRESENTERS ONLY:**

1. The respective Mass Coordinator (Darla Wolak-10:15 and Carole Flink-12 noon) will send out the readings and pre-approved discussion materials to you in advance for your preparation. There are additional reference materials on the shelves in the back sacristy for you to use that have also been reviewed and are pre-approved. PLEASE DO NOT use your own materials unless they have been pre-approved by me as the Ministry Leader.
2. I've made up a "typical" Sunday Schedule (below)

THE SCHEDULING SYSTEM FOR THE 10:15 AND 12 NOON MASSES WILL LOOK SOMETHING LIKE THIS:

<b><u>Sunday, Sep 13, 10:15 AM</u></b>	<b><u>Presenter</u></b>	<b><u>Assistant</u></b>
26th Sunday in Ordinary Time (Mass)	Charles Smith	Sandra Miller

- The **PRESENTER** places the book (Missal) up on the altar, on the arm rest of Father's chair **BEFORE MASS**. MAKE sure the "card" is sticking out so he can read it.
  - **ENSURE YOU SIT WITHIN THE FIRST 3 ROWS-THIS IS A REQUIREMENT FROM FATHER MIKE!**
  - **AT MASS**, the PRESENTER walks QUICKLY up to the altar (NOT ON THE ALTER-BUT JUST TO THE FIRST STEP) after Father says the prayer following the "Glory to God in the Highest."
  - When Father reads the prayer on the "card," announcing the Children's Liturgy, the Presenter should bow and accept the book (Missal) from Father.
  - After Father hands the Presenter the book (Missal), turn around, proceed to the main aisle holding the book forward and slightly raised. Bow to the altar before proceeding up the main aisle.
  - The Choir will make the announcement inviting children **Grades 1-4** to participate in the Children's Liturgy. (If there is no Children's Liturgy, either the Mass Coordinator attending that mass or I will remind the Choir and let the priest celebrating the mass know, so that an announcement will not be made.)
3. It is OKAY to have your Assistant or one of the older children volunteer to read the Readings and the Responsorial Psalm; or you can do it. Either way is acceptable. The Gospel can **ONLY** to be read by an Adult...the children cannot read Gospel.

### **ASSISTANTS ONLY:**

1. Before mass, pick up one of the baskets (small basket with green bows) on the back shelf in the sacristy for the children's offertory. At the end of the Children's Liturgy, just before returning to the main church, ask the children if there are any offerings for the basket. When you return from the Children's Liturgy, give the contents of the basket to one of the ushers and return the basket to the back shelf (IF YOU NOTICE EITHER OF THE 2 BASKETS MISSING, LET ME KNOW IMMEDIATELY!)
2. **It is your job to keep the children quiet!** If you see them kicking or playing, please remind them to stop.

Please remind the children to maintain reverence and decorum...ask them to stop talking, untying shoes, pulling out bows or ribbons, etc. when you see them not paying attention to the Presenter.

3. Since you will be watching the children as the Presenter presents, many of them will approach you or raise their hand to ask for a drink of water or use the restroom. PLEASE discourage this...if the other children see one going, they ALL will want to go.

For water: Ask them to please wait until they return to their seats with their parents. Most often, they will forget about it.

For restrooms: Please ask them if they can wait until they return to their seats with their parents. If they answer "no," you will have to escort them to and from the restroom or watch the restroom door from the Chapel door or hallway.